

**CONFIDENTIAL**

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25 May 1959

OFFICE OF COMMUNICATIONS MEMORANDUM NO. 18-59

SUBJECT: Equipment Board

RESCISSON: OC ORDER 2-59, dated 19 January 1959

1. The Equipment Board is responsible to the Director of Communications for the following:

a. The establishment of Office of Communications systems concepts in support of Agency objectives to include equipment requirements and time tables and the subjecting of these requirements and time tables to continuing review and report.

b. Recommending equipment research and development programs as well as procurement and distribution program requirements as they pertain to the Office of Communications.

c. Continuing review of the OC Research and Development Program.

d. Reviewing equipment priorities, production, and inventory quantities.

2. The Equipment Board will consist of the following membership:

a. DD/CO	Chairman
b. Chief of Operations	Member
c. Chief, Plans Staff	Member
d. Chief, Engineering Staff	Member
e. Chief, Security Staff	Member
f. Chief, Supplemental Programs Staff	Member
g. Chief, Telecommunications, Training and Techniques Staff	Member

3. Secretarial service shall be provided by the Chairman.

4. Additional members may from time-to-time be appointed to the Board at the direction of the Director of Communications.

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5. Alternate members shall be selected by the regular members as necessary except that the alternate chairman will be the Chief of Operations.

6. Non-voting participants to the Board may be appointed by the regular members as necessary for advice and consultation.

7. The OC Equipment Board will hold regularly scheduled meetings the first Wednesday of each month at 1400 hours. Meetings will normally be held in the Conference Room, 2035 Eye Building.

8. Items for consideration by the Board are welcomed from any employee of the Agency. Such items should be in written form addressed through appropriate channels to the Board Chairman, and should follow this outline:

- a. Statement of the problem.
- b. Facts pertinent to the problem
- c. Discussion
- d. Recommendations

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Director of Communications

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*Approved by [Signature]*

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19 January 1959

*Enclosed  
OC M 19.59*

OFFICE OF COMMUNICATIONS ORDER NO. 2-59

SUBJECT: Equipment Board

RESCISSION: CC Order 4-58 dated 21 January 1958  
CC Order 20-58 dated 22 September 1958

1. The Equipment Board is responsible to the Director of Communications for the following:

a. The establishment of Office of Communications systems concepts in support of Agency objectives to include equipment requirements and time tables and the subjecting of these requirements and time tables to continuing review and report.

b. Recommending equipment research and development programs as well as procurement and distribution program requirements as they pertain to the Office of Communications.

c. Continuing review of the OC Research and Development Program.

d. Reviewing equipment priorities, production, and inventory quantities.

2. The Equipment Board will consist of the following membership:

- |   |          |
|---|----------|
| a. As designated by D/CO                                    | Chairman |
| b. Chief of Operations                                      | Member   |
| c. Chief, Plans Staff                                       | Member   |
| d. Chief, Engineering Staff                                 | Member   |
| e. Chief, Security Staff                                    | Member   |
| f. Chief, Supplemental Programs Staff                       | Member   |
| g. Chief, Telecommunications, Training and Techniques Staff | Member   |

3. The Deputy Director, Communications, shall be a member of the Board--ex officio.

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4. Secretarial service shall be provided by the Chairman.
5. Additional members may from time-to-time be appointed to the Board at the direction of the Director of Communications.
6. Alternate members shall be selected by the regular members as necessary except that the alternate chairman will be the Chief of Operations.
7. Non-voting participants to the Board may be appointed by the regular members as necessary for advice and consultation.
8. The CC Equipment Board will hold regularly scheduled meetings the first Wednesday of each month at 1400 hours. Meetings will normally be held in the Conference Room, 2035 Eye Building.
9. Items for consideration by the Board are welcomed from any employee of the Agency. Such items should be in written form addressed through appropriate channels to the Board Chairman, and should follow this outline:
  - a. Statement of the problem.
  - b. Facts pertinent to the problem
  - c. Discussion
  - d. Recommendations

[REDACTED]

Director of Communications

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